

## 18.104 CIVILIAN VOLUNTEERS

**Reference:**

Procedure 19.105 - Sick/Injured With Pay And  
Special Leaves

**Definitions:**

**Civilian Volunteer** is a non-salaried individual who willingly offers services for a limited time, acting in a specific capacity. A volunteer with the Cincinnati Police Department has no salary, benefits or labor rights of a city employee and serves "at the will" of the Police Chief.

**Citizens on Patrol Program (COPP)** are citizens registered with the City of Cincinnati as volunteers.

Any citizen, who is at least 18 years of age, is of good moral character and free of felony or violent criminal conviction can apply as a volunteer in COPP. They must successfully complete the application, background investigation and training processes and be approved by the Police Chief.

**Neighborhood Citizens on Patrol Unit** are civilian volunteers that make up a watch group for a designated neighborhood. They function as a team reporting to the Police Department criminal activity detected while on patrol in their neighborhood.

**Purpose:**

To establish guidelines for Department personnel to use when citizens request information regarding volunteer programs.

To establish a Department-wide policy for handling and processing citizen volunteer injury reports in an efficient and effective manner.

**Policy:**

All injuries to volunteers while volunteering their services will be properly reported to the Division of Risk Management through the chain-of-command.

**Information:**

The large number of persons now involved in the Citizens on Patrol Program has increased the potential for volunteer injuries.

The COPP members are covered under the city worker's compensation insurance and are entitled to those benefits if injured on duty.

**Procedure:****A. Citizens on Patrol Program**

1. Citizens can volunteer for COPP in the following ways:
  - a. Contact the Police Department's Citizens on Patrol Program Coordinator directly through the Community Oriented Policing Coordinator's office. (352-2989)
  - b. Contact any district neighborhood officer for information and application.
  - c. Respond to any police district and contact the desk officer who will refer them to any neighborhood officer.
2. Neighborhood Officers will:
  - a. Verify that the person wanting to become a COPP volunteer is 18 years of age.
  - b. Give the requesting person an application (Form 580A).
  - c. Advise the citizen that they are to fill out the Form 580A in its entirety and mail it to the COPP Coordinator.
3. The COPP Coordinator will:
  - a. Review all applications for the volunteer positions with COPP.
  - b. Conduct a background check on qualified applicants.
  - c. Schedule those applicants who have been approved by the Police Chief for training at the Police Academy.

- d. Assign the citizen volunteers to their respective neighborhoods.
  - e. Receive and retain reports on the number of hours worked by each volunteer group.
    - 1) Compile a monthly report on the total number of hours worked by all volunteers.
    - 2) Report monthly, via a Form 17 to the Risk Manager of the Risk Management/Employee Health Service, the total number of hours worked by each volunteer.
    - 3) Report monthly, via a Form 17 to the Police Chief, all activities of the volunteers and the number of hours worked in each neighborhood.
  - f. Maintain a file on each volunteer, containing the following information:
    - 1) Personnel jacket containing application and background information.
    - 2) Spreadsheets containing all hours worked by each volunteer.
  - g. Investigate all complaints on COPP volunteers and report to the Police Chief via Form 17 all information obtained and a recommendation on action to be taken.
4. Citizen volunteers will:
- a. Complete the application Form 580A truthfully and accurately.
  - b. Participate in the program activities as requested by the civilian coordinator.
  - c. Follow the "rules of conduct" outlined in the COPP operations manual.
  - d. Adhere to the Mission Statement of the Cincinnati Police Department and the neighborhood Citizens on Patrol Unit.

5. Neighborhood Citizens On Patrol Unit  
Personnel will:
  - a. Select a volunteer to serve as civilian volunteer coordinator with the approval of the Police Chief.
  - b. Select a second volunteer to serve as administrative coordinator with the approval of the Police Chief.
  - c. Select a third volunteer to serve as a personnel coordinator with the approval of the Police Chief.
  - d. Attend one patrol session per month as well as one unit meeting per month (or as otherwise directed).

B. Volunteer Personnel Injured On Duty

1. Volunteer personnel injured on duty will be provided with an employee injury packet, which will be completed at the initial care facility.
2. When a volunteer is injured, a district/section/unit supervisor will prepare an original and one copy of the Supervisory Investigation of Employee Injury report (Form 91SP).
  - a. The Form 91SP will contain the volunteer's social security number (SSN) and identification (ID) number as shown on the Citizens on Patrol ID badge. It will also contain the volunteer's home address.
  - b. Fax a copy of the Form 91SP to the City's current insurance provider and to the Risk Management Office.
    - 1) Fax a copy of the Form 91SP to the COPP coordinator.
  - c. Forward the original Form 91SP to the Police Chief through the chain-of-command.
  - d. Complete a Form 91SP even if the volunteer refuses treatment for a non-visible injury.